

PERSONNEL ADMINISTRATIVE INSTRUCTIONS

Subject: Record of Employee

I. PURPOSE:

The Record of Employee form may be used to record and maintain employment information such as personnel actions, training and special recognition within an employee's assigned department. The record can also be used as a communication tool between supervisors and employees.

II. INITIAL ISSUANCE:

At the time of new hire orientation, the Department of Human Resources will complete and issue a Record of Employee for each newly hired employee. The new employee will deliver the completed form to his or her supervisor for on-going maintenance.

III. MAINTENANCE:

A. Basic Information

On-going maintenance of the information on the Record of Employee shall be accomplished within the employees' assigned department, to include such items as:

1. Name
2. Social Security Number
3. Employee Number
4. Date of Hire
5. Date of Birth
6. Home Address
7. Home Phone Number
8. Emergency Contact Information
9. Supervisor's Name

B. Employment Record

Entries may also be made in the appropriate section when personnel actions, pay changes, training, awards or other similar situations arise that affect the employee. The form may be used to record both positive and negative actions and may be the basis for documenting both outstanding and/or less than satisfactory performance as well as misconduct. Conferences between employees and supervisors may be documented on the record and when initialed by both parties may serve as a record of such discussions.

Information regarding pay and other employment changes may be transferred to the Record of Employee from printed or electronic employee transaction forms, employment data listings or other similar documentation.

IV. DISPOSITION:

When an employee is transferred to another department, the Record of Employee shall be forwarded to the employee's new supervisor.

Upon separation from employment, the record shall be maintained within the department or in a centralized record storage facility for a period of time (3) years following the separation. If the employee is engaged in a grievance, lawsuit or similar action or such action is anticipated, the Record of Employee shall be forwarded to Human Resources for inclusion in the record.

IV. SUPERSESSION:

This instruction supercedes all previous instructions and procedures pertaining to this subject.

EMPLOYEE RECORD

Name	Employee Number	Date of Birth	Social Security Number
Home Address			Phone Number
Emergency Contact (Name, Address and Phone Number)			
Date of Hire	Performance Appraisal Date		Supervisor's Name

RECORD OF PERSONNEL ACTIONS

Action	Effective Date	Details of actions including performance appraisal ratings, salary, status and/or position changes.

RECORD OF TRAINING

Date	Course/Class	Date	Course/Class

RECORD OF AWARDS AND SPECIAL RECOGNITION

Date	Award	Date	Award

See Reverse Side

RECORD OF MEETINGS, CONFERENCES, AND DISCUSSIONS

Date	Comments	Initials

Disposition Instructions:

- A. When the employee transfers between departments/divisions forward this record to new supervisor.
- B. When the employee separates from employment, maintain this record for three years. If the separated employee is engaged in a grievance, lawsuit or similar action, or such action is anticipated, forward this record to Human Resources.